



CITY MAYOR'S OFFICE

City Hall, Dipolog City, Zamboanga del Norte

Fax No. (065) 212-4234/Tel. No. 212-2484

MEMORANDUM ORDER

TO : **ALL PERSONNEL OF THE CITY GOVERNMENT**
This City

SUBJECT : **Addendum on Alternative Work Arrangement**

DATE : **March 19, 2020**

To ensure continuity in delivering public service, all other offices including operations in the Economic Enterprise of which the Monday to Thursday, 7:00 AM - 5:00 PM without noon break is not applicable, you are hereby directed to craft your own schedule suited to your work operations provided that the required total work hours per week shall be maintained.

Moreover, Work Arrangement schedules shall be submitted to the Human Resource Management and Development Office.

For your guidance and compliance.

DAREL DEXTER T. UY
City Mayor

Cc:
All Offices
All of this City